



## DEPARTMENT OF CORRECTIONS POLICIES AND PROCEDURES

|  |   |
|--|---|
| Policy No.: DOC 1.3.53                   | Subject: <b>ALLOWABLE USAGE OF AUTHORIZED FTE</b> |
| Chapter 1: ADMINISTRATION AND MANAGEMENT | Page 1 of 3                                       |
| Section 3: Personnel                     | Revision Date:                                    |
| Signature: /s/ Bill Slaughter            | Effective Date: March 12, 2001                    |

### I. POLICY:

It is the policy of the Department of Corrections that Full Time Equivalents (FTE's) be utilized according to the legislative intent under which the FTE were appropriated. Any variance of that intent must be authorized by the Director and concurred with the Office of Budget and Program Planning (OBPP).

### II. AUTHORITY:

2-15-112, MCA. Duties and Powers of Department Heads

53-1-203, MCA. Powers and Duties of Department of Corrections

17-7-138, MCA. Operating Budget

17-7-301, MCA. Authorization to expend during first year of biennium from appropriation for second year.

17-7-402, MCA. Budget Amendment Requirements

Montana Operations Manual (MOM), Management Memos 2-98-1, and 2-98-2

### III. DEFINITIONS:

**Aggregate FTE** means an FTE authorized by the Legislature for the specific purpose of allocating individuals who work on a non-routine or "spot" basis. Examples include, but are not limited to:

- substitute teachers;
- seasonal workers; and
- youth transition center direct-care substitute workers.

|   |  |             |
|---|--|-------------|
| Policy No.: DOC 1.3.53                            | Chapter 1: Administration And Management | Page 2 of 3 |
| Subject: <b>ALLOWABLE USAGE OF AUTHORIZED FTE</b> |  |             |

**Budget Amendment FTE** means an FTE authorized through the Budget Amendment process as defined in 17-7-402, MCA, and MOM Management Memo 2-98-2. FTE's approved in this process are considered temporary and not part of an agency's base level FTE until approved through the normal appropriations process of the Legislature.

**Executive** for the purpose of this policy, means the Office of Budget and Program Planning

**FTE** means full time employee.

**Legislative Intent** means the intent of the Legislature of the state of Montana as indicated in the Legislative Fiscal Report narrative published at the end of each legislative session.

**Modified FTE** means any FTE added during the legislative interim that has not been approved through the normal appropriations process. The Executive has the authority to create a modified FTE, but they are not considered permanent unless authorized through the normal appropriations process of the Legislature.

**OBPP** means the Office of Budget and Program Planning.

**Over-Filled FTE** means an FTE, other than aggregate FTE, that has more than one individual allocated to the position, or the individual works more than the allotted hours budgeted for that position.

#### IV. PROCEDURES:

A. Any request to utilize authorized FTE in a manner different than legislative intent must first be requested in writing to the Administrative Services Division (ASD) Administrator. This request must indicate:

- the position number;
- the title of the position;

|   |  |             |
|---|--|-------------|
| Policy No.: DOC 1.3.53                            | Chapter 1: Administration And Management | Page 3 of 3 |
| Subject: <b>ALLOWABLE USAGE OF AUTHORIZED FTE</b> |  |             |

- the current usage of the position;
- the proposed usage of the position;
- any expected change in the rate of pay;
- name of incumbent, if applicable;
- justification as to why the change is necessary; and
- identify if the current incumbent will perform different duties if the position is changed.

B. The ASD Administrator will review the request and forward a recommendation to the Director. If the Director approves, the request will then be forwarded to OBPP for their concurrence. If approved, the Department's normal position reclassification process will proceed.

C. Under no circumstances will a modified position be created, or an authorized position over filled, without the direct written consent of the Director and OBPP.

D. If a pay rate change is expected, the requestor must specify where the increase will be mitigated in the current budget, if applicable.

V. **CLOSING:** Questions concerning this policy should be directed to the Administrative Services Division Administrator.